

Quick UCC Library COVID-19 Procedure Checklist

Visit umpqua.edu/library to see a complete list of our virtual and face-to-face library services for Winter Term 2021.

ucclibrary@umpqua.edu

541-440-4640

Welcome to the UCC Library! We are so excited to see you face-to-face again! Our first priority is the health and safety of all individuals in this space. While you are in this building, you must comply with the *UCC Library COVID-19 Procedure*. Here is a **quick checklist** to help you remember:

Mask:

- Wear your mask over your nose and mouth at all times.

Sign-In/Out:

- Sign-in upon entering and sign-out before exiting the library.

No Food/Drink:

- No food and drink in the building, including the foyer.

Social Distancing:

- Maintain six feet of social distance from other individuals at all times with the following exception: members of the same household who live with one another.
- Stay within the allowed area in the library.
- Follow directional signs when entering and exiting the library and when walking around the library space.

Sanitize:

- You are encouraged to wash your hands frequently or to use hand sanitizer.
- You are encouraged to sanitize all surfaces before using them. Only cleaning supplies provided by the college may be used on college equipment (e.g., keyboards, desks).
- You must use sanitizing wipes provided by the college to sanitize all surfaces that you have touched (e.g., keyboards, mice, tables) before leaving your work space and after touching other surfaces or equipment (e.g., printers, charging stations, staplers).

Children:

- If you have brought your children with you, indicate their names when you sign-in. Children under the age of 18 must be actively supervised by their parent, guardian, or responsible adult at all times. Children must be quiet and may not disrupt other students.

Be Respectful:

- Be respectful at all times of others studying and working in the library.
- Observe areas set aside for quiet study, group study, or Zoom sessions.
- Wear headphones at all times when listening to audio on any computer or device.
- You may speak when you participate in Zoom (or other video conferencing) sessions for UCC classes only.